



Back Home Staff Workplace essentials Policies and processes Academic and research Enrolment policy Enrolment: VE instructions Managing class swaps

Managing class swaps - VET instructions

Managing class swaps - VET instructions

An instruction states the required steps/actions, responsibilities and time-frames for a process under a policy and/or procedure of the University.

Instruction statement

A class swap occurs when a student remains in the same RMIT course (subject area and catalogue number) but moves from one class number to another number in the same semester. If a class swap across semesters is required the student must add and drop the classes via Enrolment Online or an Enrolment Variation form.

The need for a class swap can arise for various reasons including but not limited to:

- students changing groups
- students enrolled in an incorrect class number
- classes scheduled incorrectly
- School operational reasons
- classes with low student enrolments
- classes that did not run or were rescheduled
- classes combined with another class

Exclusions

This instruction applies only to class swaps in VET programs.

Instruction steps and actions

Instruction (including key steps)	Responsibility	Timeline
1. Completion of TAFE class swaps form		
To swap one or more classes for a student's enrolment the <i>TAFE class swaps</i> form is completed.	School	As soon as required class swap is identified
To swap one class for multiple students the <i>TAFE class swaps form for multiple students</i> .		
Note: where many students are swapping multiple classes the <i>TAFE class swaps</i> form is to be used.		
<i>TAFE class swaps</i> form and <i>TAFE class swaps form for multiple students</i> must be authorised by a staff member on the TAFE University Error-Amendment authorisation list.		
2. Form lodgement		
<i>TAFE class swaps</i> forms and <i>TAFE class swaps form for multiple students</i> are lodged at the Hub.	School	As soon as <i>Class Swap</i> form is completed
The form is logged onto the DTS, issued a batch number and forwarded to Data Management Services.	Hub	Within 3 working days
3. Checking		
The form is checked:	Enrolments and Records	Within 48 hours of receipt
• for completeness and accuracy		
• for the timing of the form submission (pre or post census date) to determine processing dates	Records Management	
• to ensure that the VET FEE-HELP (VFH) publishing requirements have been met (if applicable)	Services/Course and Program Administration	

4. Processing

Classes are added and dropped as per the instructions provided by Records Management Services.	Data Management Services	Within 48 hours of receipt
Attendance confirmations are removed from dropped classes (if applicable).	Enrolments and Records	Within 1 week of receipt
Attendance confirmations may be entered against the new class in SAMS as soon as a class swap has been processed. To receive government funding attendance confirmations must be entered within the AVETMISS reporting time frame implemented by HES.	School	As soon as new class has been added or classes begin

5. Notification

If required, HESA Unit is advised that adjustments are required to the student's VFH loan.	Enrolments and Records	Weekly
If required, TAFE Variations database is updated to ensure that the Statistics and Reporting Unit correctly report student's enrolment to DIISRTE.	Enrolments and Records	Prior to VFH DIISRTE reporting submission date

6. Filing

If the class swap was recorded on the TAFE Variations database the Class Swap form is scanned and filed electronically.	Enrolments and Records	Within two weeks
The Class Swap form is returned to the school to be placed in student file.	Data Management Services/ School	Within two weeks of receipt of form

Managing class swaps - VET instructions

Related policy

- [Academic student files policy.](#)
- [Enrolment policy.](#)

Related forms, records, databases

- [TAFE class swaps form](#)
- [TAFE class swaps form for multiple students](#)
- [TAFE University Error-Amendment authorization list](#)
- [Managing apprenticeships and traineeships instruction](#) (sections 4 and 5)

Managing class swaps - VET instructions

Definitions

- See [Definitions for instructions and guidelines on compliance in Vocational Education and Training program management and academic administration](#)

Managing class swaps - VET instructions

Accountability

Version no:	V 1.0	Accountability	
Document ref:	POL/2013/00023	Operational responsibility	Academic Registrar
Date approved:	14 January 2013	Last reviewed	

Commencement date

14 January 2013

Implementation

Academic Registrar